

Requester

Accesses database prompted to create and save SI. "The Attention To", "Company Name1" and "Company Name2" fields on the SI are verified for content against the Denied Parties database, and Delegated Approving Managers are verified against the Manager Delegation database. When the SI is submitted, the designated Approving Manager is notified via electronic mail that impending SI requires attention. If Approving Manager is delegate for Requester's manager, requester's manager is copied on electronic mail message.

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Approving Manager

Notified via electronic mail that impending SI requires attention. Manager clicks on document link within memo to access SI, clicks on "Edit SI" action button, prompted to assign status in Approving Manager section and saves document.

32

If rejected: Requester notified via electronic mail of rejection. Cycle Stops. Requester prompted to cancel SI.

If approved: Next approval party notified via electronic mail re SI. If no other approvals are necessary, the Requester is notified via electronic mail to prepare Move/Ship Tickets. Also, if SI indicates shipment contains precious metals, Sensitive Materials Coordinator notified via electronic mail for awareness/documentation.

HazMat

If SI indicates shipment contain hazardous materials, HazMat coordinator contacted via electronic mail. HazMat representative prompted to select document link within memo to access SI, prompted to select "Edit SI" action button and assign status in HazMat section and save document.

If rejected: Requester notified via electronic mail of rejection. Cycle Stops. Requester prompted to cancel SI.

If approved: Next approval party notified via electronic mail. If no other approvals are necessary, the Requester is notified via electronic mail to prepare Move/Ship Tickets.

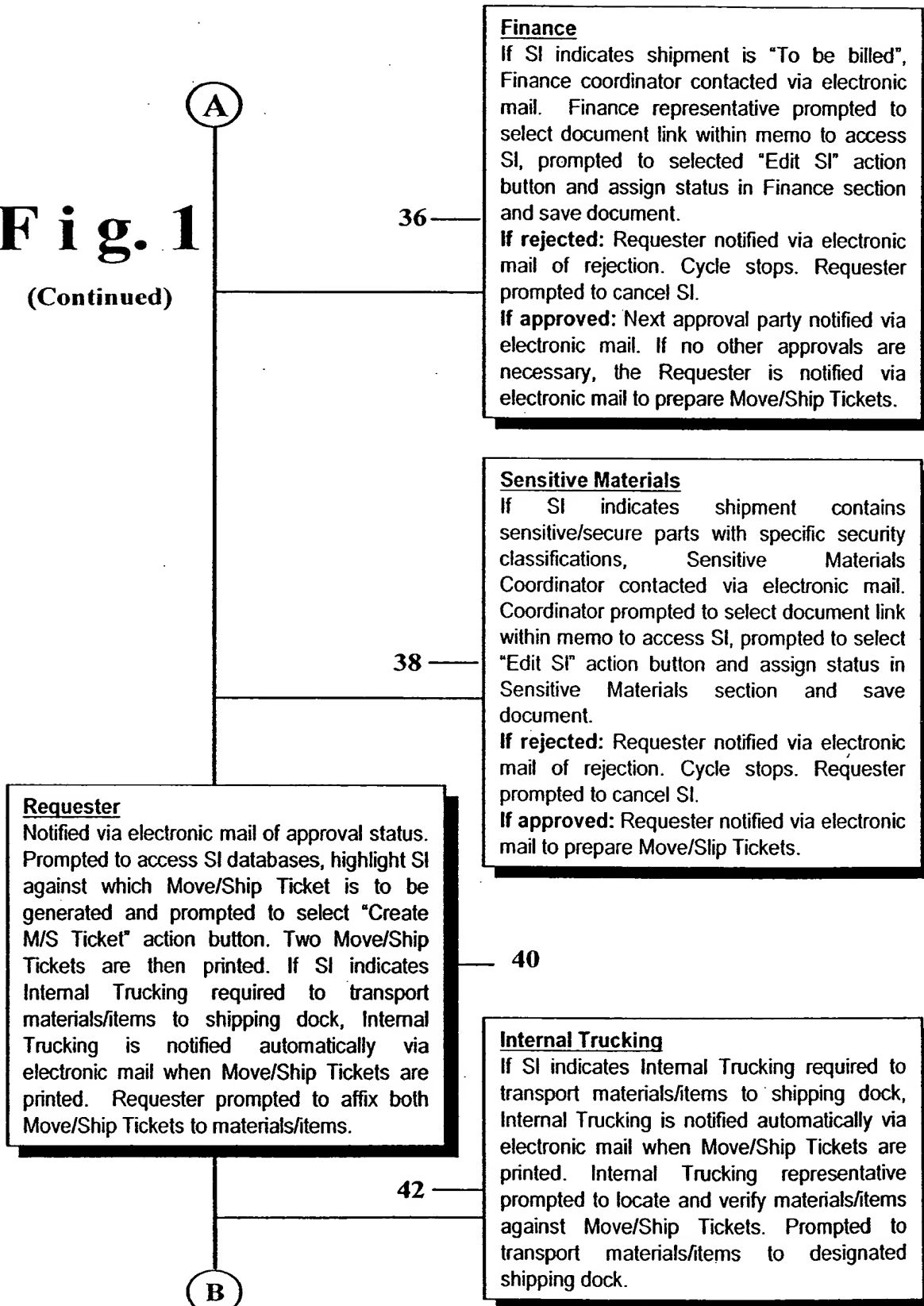
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A

F i g. 1

Fig. 1

(Continued)



(B)

Fig. 1

(Continued)

Shipping

Per Move/Ship Ticket, shipping coordinator prompted to prepare materials/items for shipping. SI appears in Shipping view as "Dimensions". Shipping coordinator prompted to access SI in "Edit" mode and update Shipping section on SI with necessary Dimensions and then save SI. Shipping representative then prompted to create Packing Slip and Label by highlighting the SI within the category "Shipping Documents Needed" and select the "Create Shipping Docs" action button. Should a Packing Slip need to be refreshed after it is generated, a new one may be printed and the old discarded. Document Administration is notified automatically via electronic mail that Dimensions have been supplied.

44

Document Administration

Document Administration Coordinator automatically notified via electronic mail that Dimensions have been supplied to SI by Shipping. SI appears in Document Administration view under category "SI Processing Needed". Document Administration Coordinator prompted to access SI in "Edit" mode, complete Document Administration section on SI and save. If Shipping dept. did not create Packing Slip, SI then appears in view as "Create Shipping Documents". If Packing Slip does exist, the SI automatically appears under the category "Processed". If a Packing Slip must be created, the Document Administration representative is prompted to highlight the SI in the view and select the "Create Shipping Docs" action button. Two Packing slips are printed-one forwarded to Shipping, one retained for filing. Bill of Lading and Label printed on respective form printers. Should a Packing Slip need to be refreshed after it is generated, Document Administration Coordinator prompted to select "Refresh Packing Slip" action button with the Packing slip.

46

(C)



Fig. 1

(Continued)

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Shipping

Shipping Coordinator prompted to affix Packing Slip and Label to container(s), and Load materials/items on carrier. Access Shipping view, via the carrier "Ship Date Needed". Prompted to highlight SI and select "Enter Date Shipped" action button and complete Ship Date field. Requester notified automatically via electronic mail that the SI is closed - cycle complete.

48

Requester

Notified via electronic mail re SI status - cycle complete. Memo contains Tracking Number, Carrier info and a link to Shipment Tracking Web Site, should requester wish to track whereabouts.

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World Trade Shipping Request Process Flow Overview

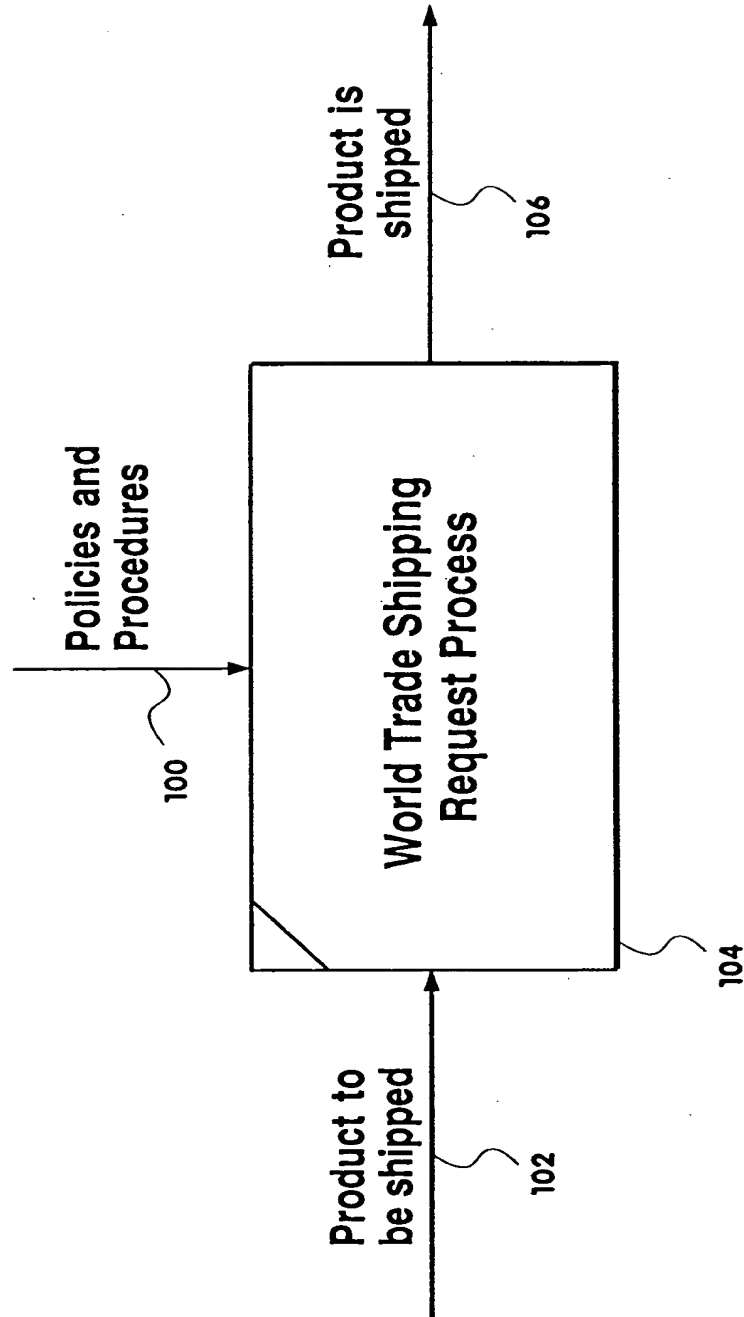


Fig. 2

Draft WTSR

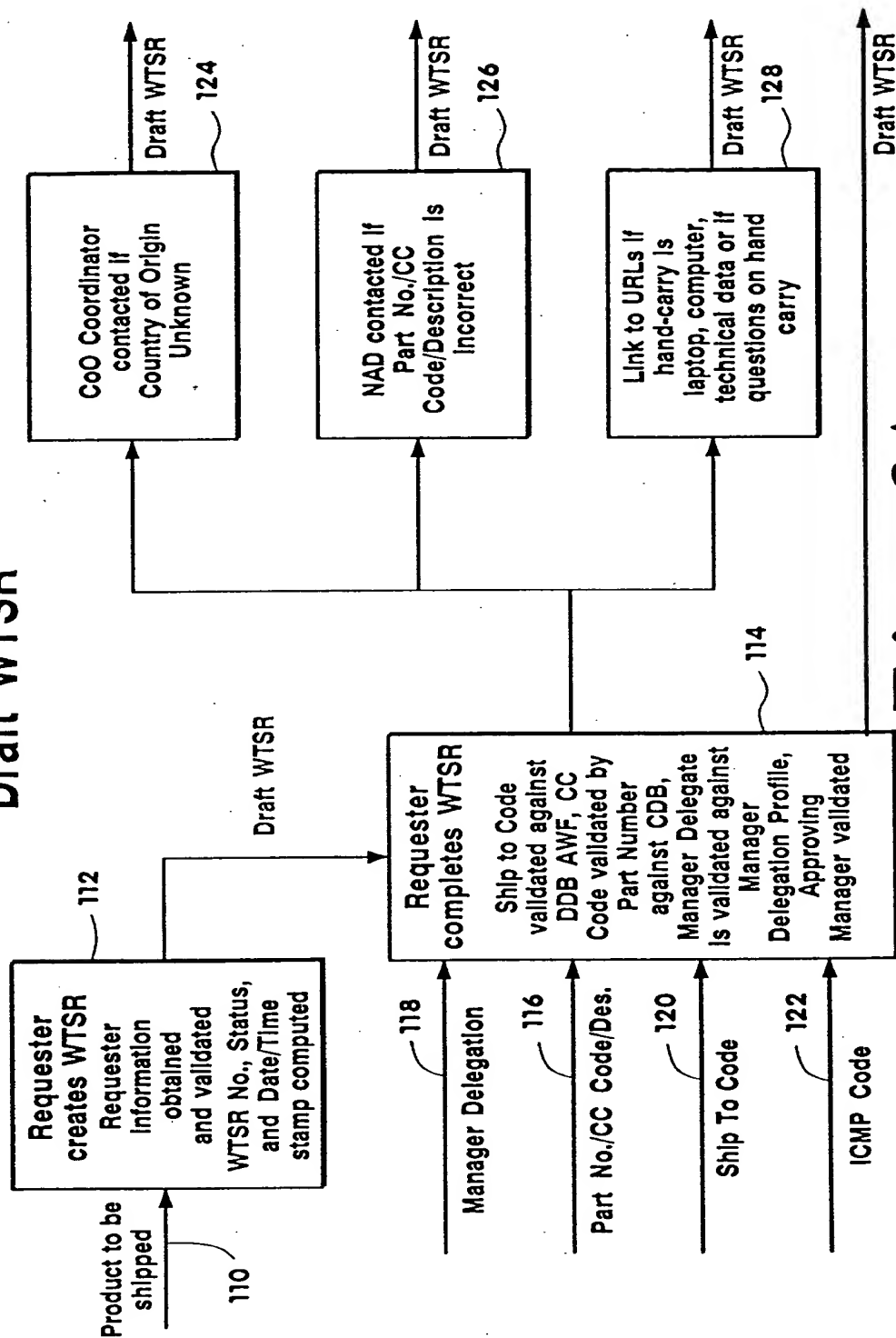


Fig. 3A

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Final WTSR

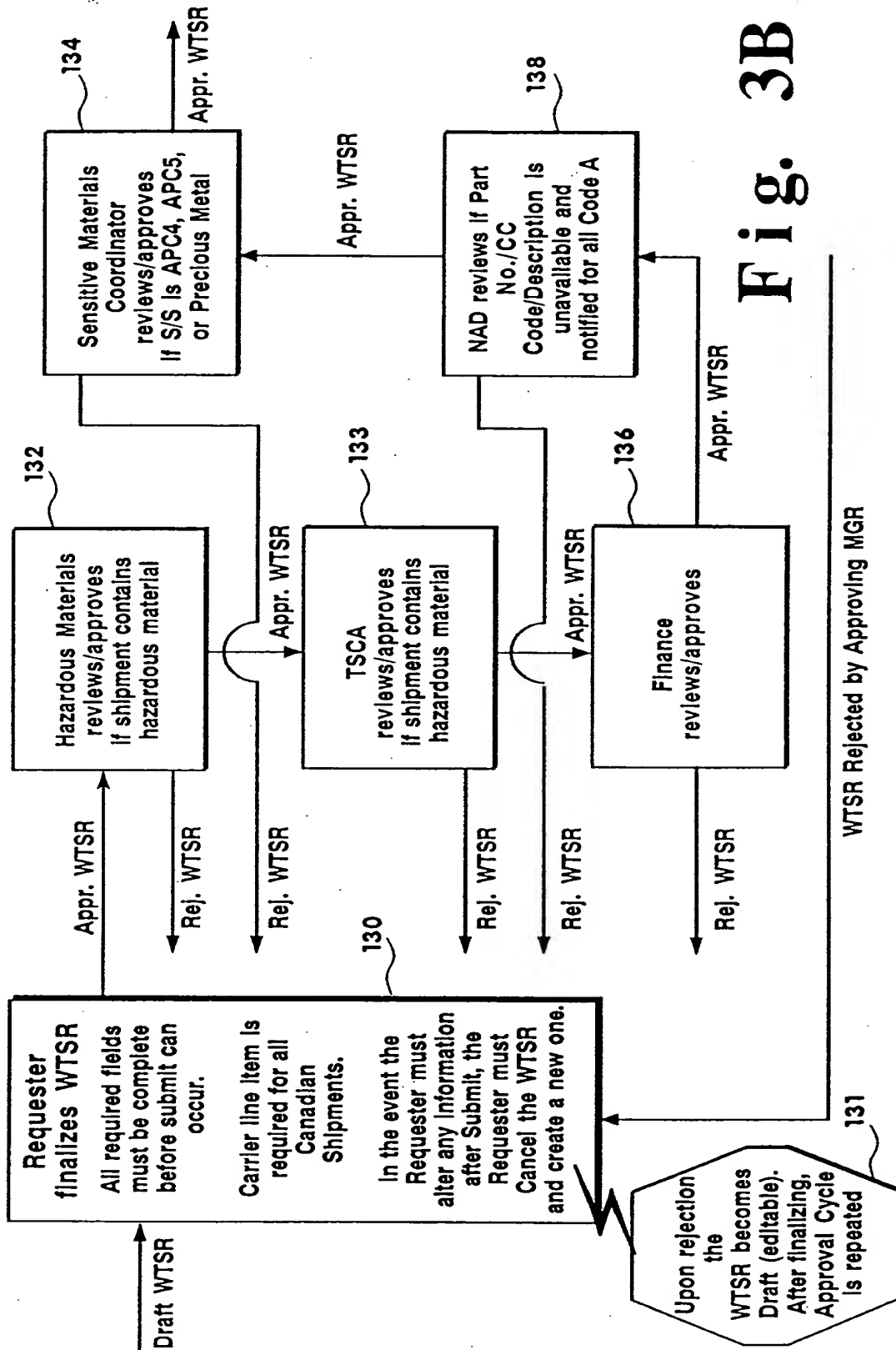


Fig. 3B

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MGR Approval

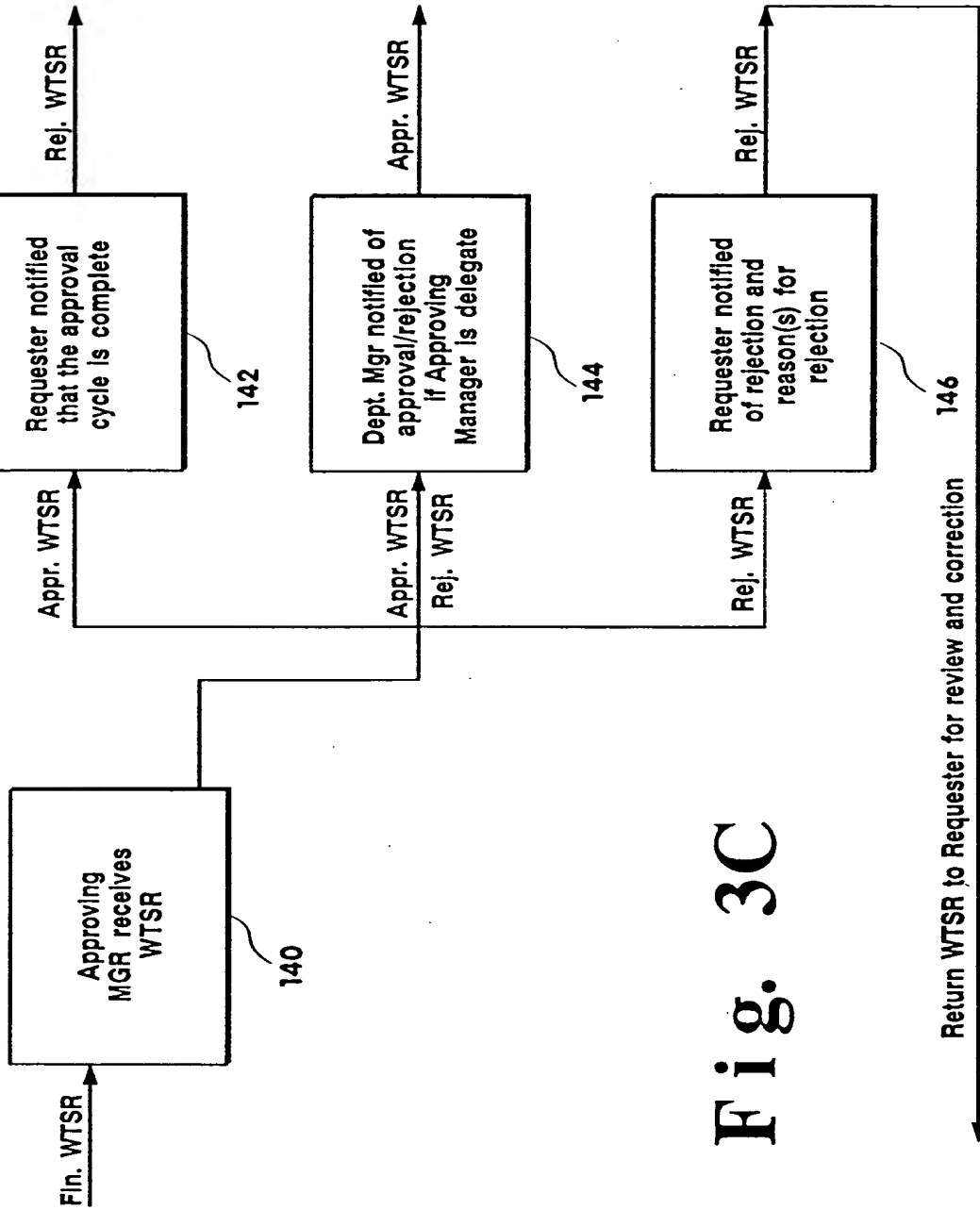


Fig. 3C

Approved WTSR

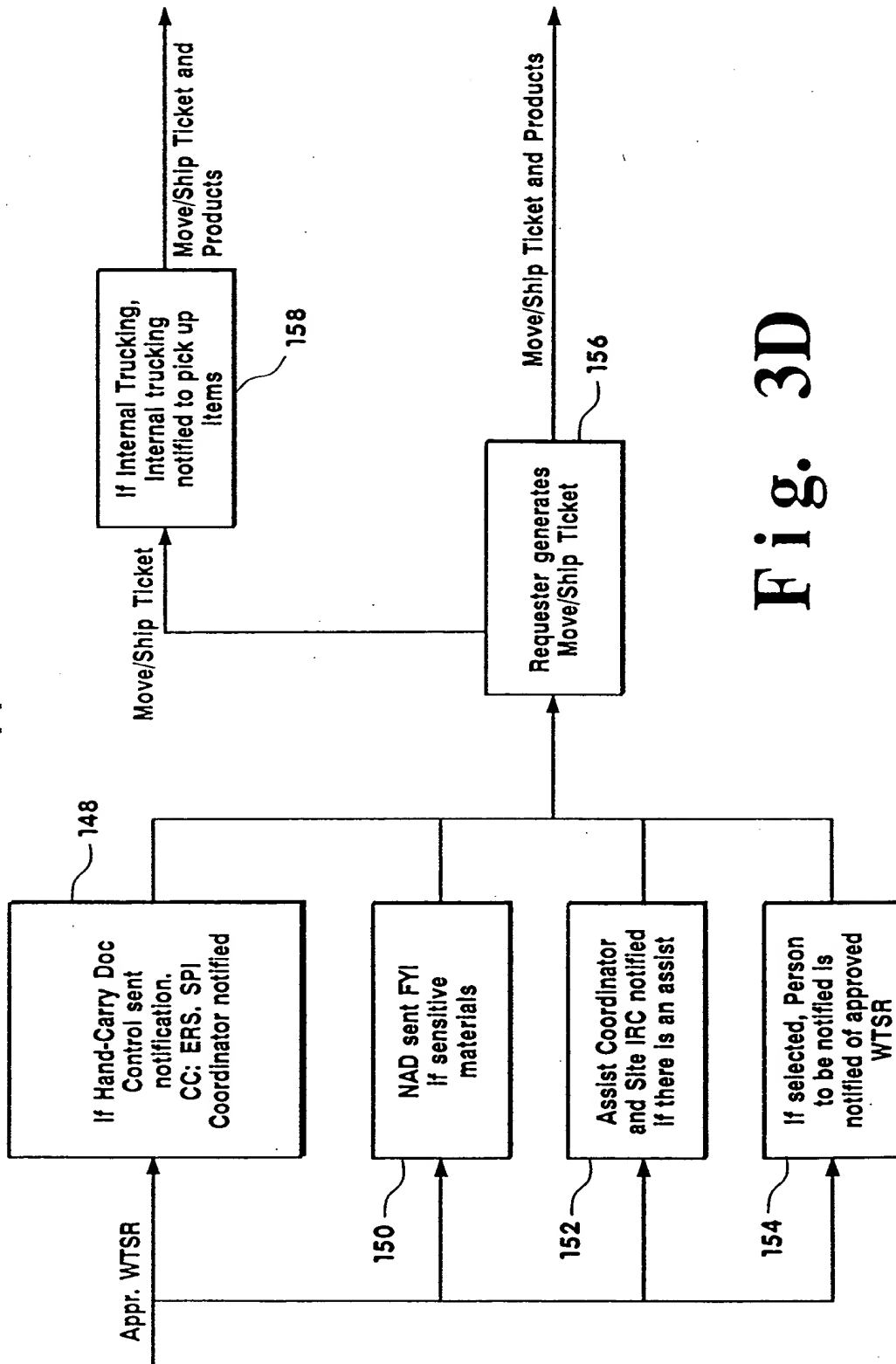


Fig. 3D



Product Shipped

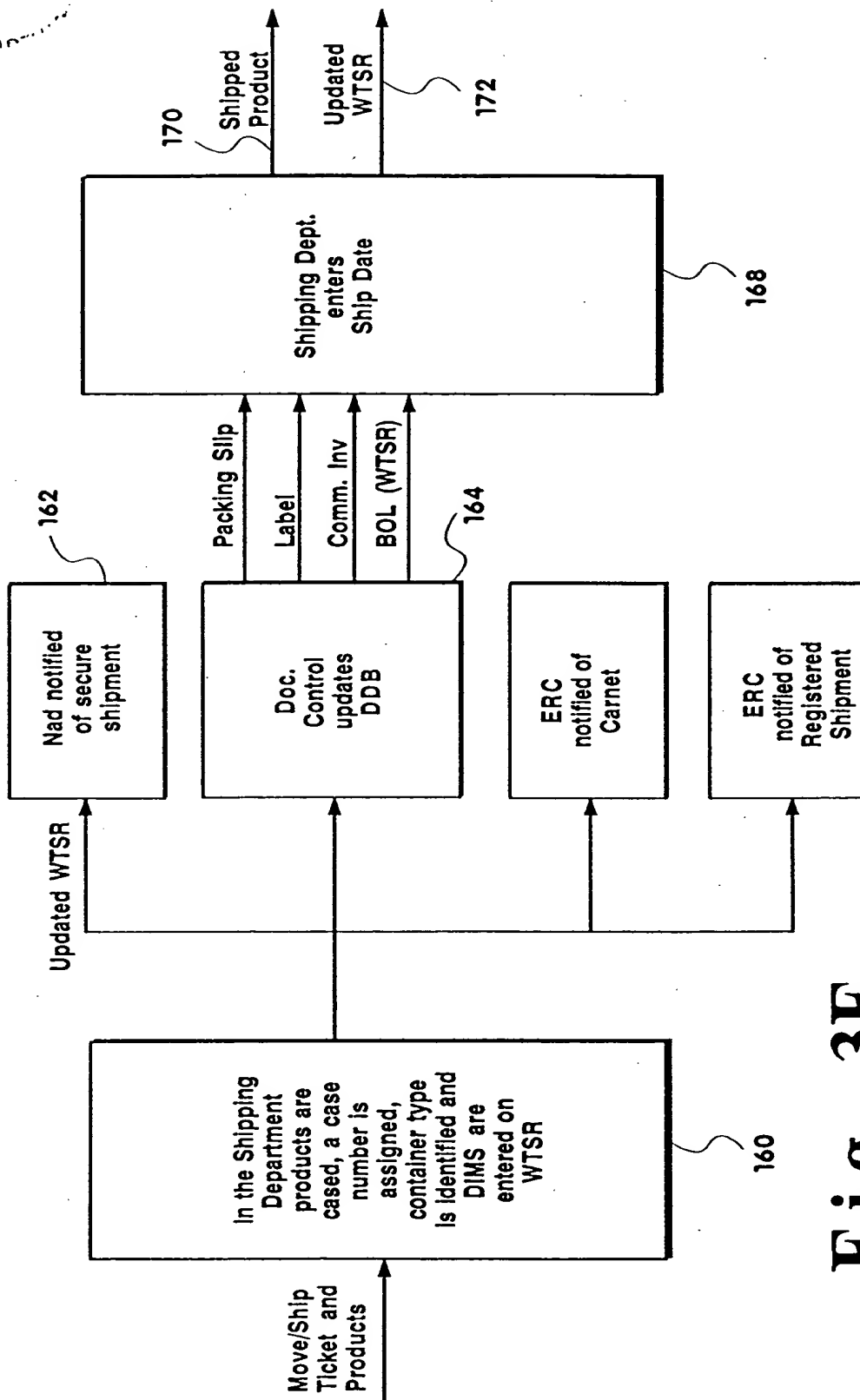
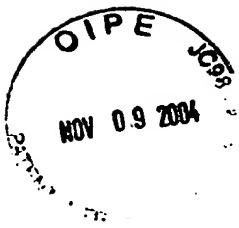


Fig. 3E



WTSR Closed

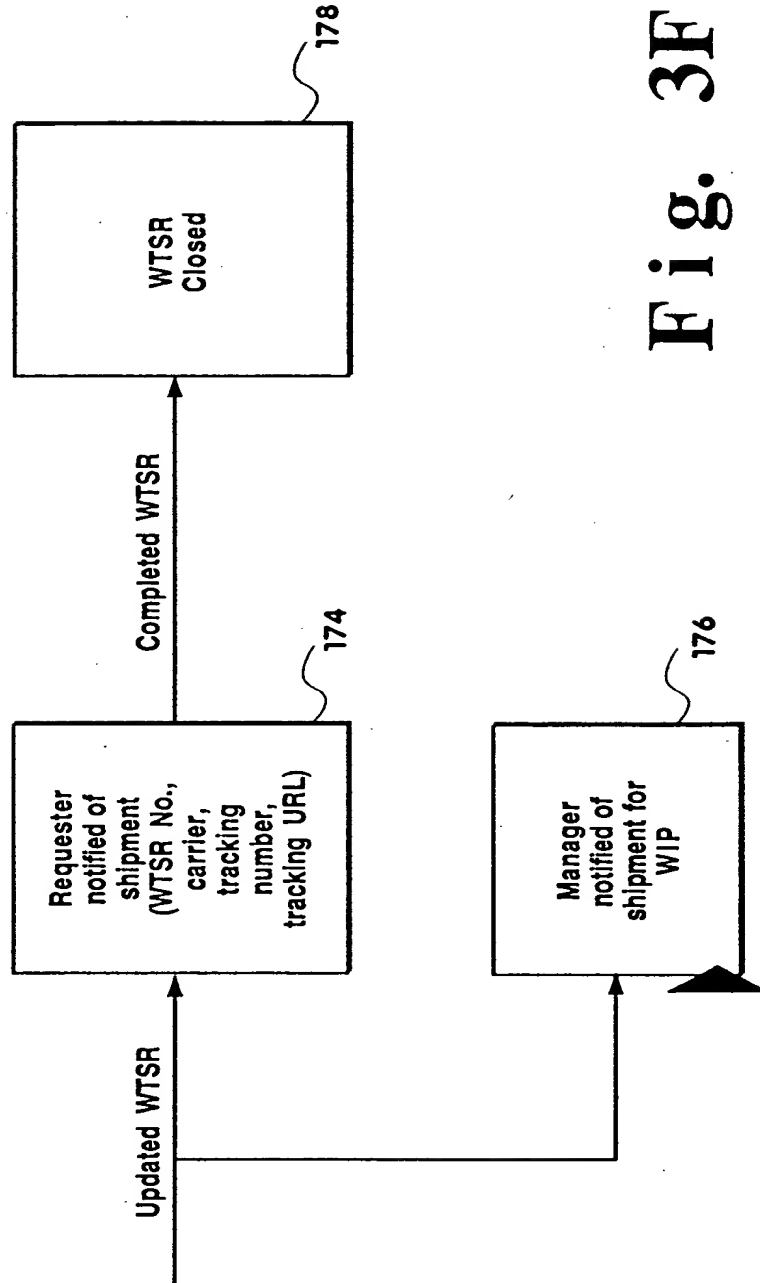


Fig. 3F

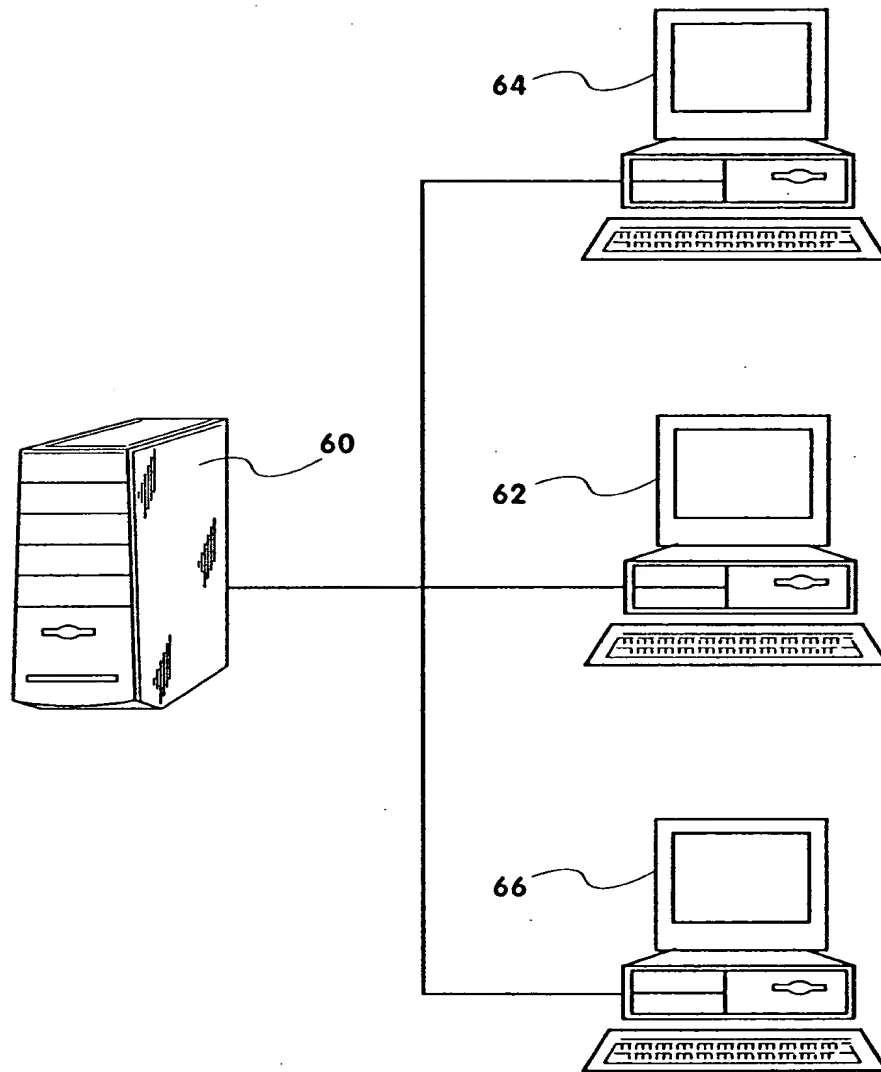


Fig. 4